

**California Historical Records Advisory Board
Meeting Minutes
June 7, 2010**

Location: California Historical Society, San Francisco

Members Present: Gabriele Carey, William Estrada, Wendy Franklin, Jim Hofer, Laren Metzger, Chuck Wilson, Jennifer Martinez Wormser, Claude Zachary

Members Absent: Gary Kurutz, Nancy Lenoil

Members Participating by Telephone: Peter Blodgett, Christine Figueroa

Deputy State Coordinator Laren Metzger called the meeting to order at 10:04 a.m.

Approval of Minutes

Motion: A motion was made by Jim and seconded by Bill to approve the minutes of February 9, 2010 as presented. The motion passed unanimously.

Member Update

Laren welcomed Claude Zachary to the board. Claude will represent the university/college community.

Laren noted that long-term board member Charles Palm has resigned for health reasons. Laren asked members to provide Nancy and him with recommendations to replace this at-large position on the board. Given his length of service, the board decided to recognize Charles' contributions in a special way in addition to the usual certificate that is provided. A decision about how best to recognize Charles will be reached in the near future.

Action: Laren will prepare a certificate to be sent to Charles. Members will send recommendations to Nancy and Laren as soon as possible.

SNAP Grants

Laren indicated that a four-month extension to the current SNAP grant has been requested from NHPRC. The extension will allow the board to expend the balance of the project funds remaining. After some discussion, the board agreed to offer two records management workshops and one archives workshop during the extension period, which will conclude at the end of October 2010. Christine volunteered to teach one of the records management workshops with either San Diego or Orange County as a likely venue. Laren will co-teach the archives workshop with Teena Stern in Sonora in October at the annual meeting of the California Council for the Promotion of History.

Laren noted that all the project objectives will have been completed by the end of June. The last records management workshop will be held June 8th at the Berkeley Public Library. The last regional meeting of the county historical records commissions (CHRC) will be held in Santa Rosa on June 29th.

The new SNAP grant will begin July 1, 2010 and will focus on developing resources relating to grant writing. Tom Wilsted will serve as the principal consultant for the project.

The board engaged in a lengthy discussion concerning the viability of continuing support for CHRC meetings. Chuck noted that it is possible to provide information to the CHRC through an electronic newsletter or an electronic digest of relevant issues and topics. In addition to the CHRC, such an electronic resource would be directed at county officials and associations. It was suggested that much of the information for the newsletter could be obtained from discussion at the next board meeting. Jennifer thought it was important to continue to offer education to the CHRC, such as the records management and archives workshops.

Action: Laren will develop a format for an electronic newsletter for the board to consider. Peter, Jim, and Jennifer offered to assist.

NHPRC Grant Review

Laren shared NHPRC's recent decisions regarding California grant applications submitted last October. The following proposals were funded: Autry National Center of the American West, Stanford University, Gay, Lesbian, Bisexual, Transgender Historical Society, and San Jose University. The following applications were rejected: Los Angeles County Museum of Natural History, CSU-Bakersfield, Mayme Clayton Library and Museum, UC-San Francisco, and Fuller Theological Seminary. Laren noted that NHPRC had differed with CHRAB on two of the proposals: the Stanford application was funded although the board had recommended resubmission; and the LA County Natural History Museum application was rejected even though it had been nearly unanimously approved. Laren indicated he would seek clarification from NHPRC regarding the latter proposal.

Action: Laren will contact Dan Stokes at NHPRC to seek further details about why the LA County Natural History Museum application was rejected.

Chuck asked if it was possible to synchronize board meetings with NHPRC grant deadlines to allow sufficient time for members to review proposals. He emphasized the benefit of face-to-face meetings to discuss applications. Laren noted that although the June deadline applications would have to be considered by telephone, it would be possible in the future to consider later dates in June and October or November for other deadlines.

Laren indicated that Dan Stokes of the NHPRC staff will participate in the board's February 2011 meeting to provide information about the process the national commission undertakes in reviewing grant proposals.

Vice-Chair Amendment to Bylaws

A motion was made by Peter and seconded by Chuck to accept the vice-chair amendment to the bylaws as presented. The motion passed unanimously.

Reimbursement Policy

In reviewing the draft reimbursement policy, Gabriele asked if the wording covered those situations in which combined costs for travel, such as airfare and car rental, might exceed a mileage reimbursement. Chuck suggested adding amended text, “and transportation to the meeting site” after “train ticket” in item 1 of the policy.

A motion was made by Jim and seconded by Chuck to accept the reimbursement policy as amended. The motion passed unanimously.

Archives Month

Laren referred the members to the document relating to the newly formed California Archives Month Statewide Coordinating Committee (CAMSCC) and noted that the group includes participation from CHRAB. To that end, he asked for members who would be willing to serve on CAMSCC, either in the leadership group that will provide overall direction to Archives Month support or to the working group, which will be involved in implementing the organization’s plan of work. This year, CAMSCC will focus on design and distribution of the Archives Month poster.

Reports from State Agencies

State Archives: Laren referred members to his report.

State Parks: Wendy indicated that work on the Connecting to Collections Implementation Project is continuing. Parks anticipates moving its materials stored in the West Sacramento warehouse to another facility within 18-24 months. A facility at the old McClellan Air Force Base has been suggested as a possible site. Some records at the Angel Island State Park sustained mold damage recently; Parks is using a contractor for recovery and repair work.

Reports from Other Organizations

USC: Claude noted that they are hiring new staff for the regional history center. Also, they are migrating data from Microsoft Excel and Access to another format using the Archivist’s Toolkit.

Los Angeles County Natural History Museum: Bill indicated that their capital improvement project was moving ahead and that a chief librarian had been hired.

SCA: Gabriele noted that an online membership management system would be in place soon, likely by the end of June.

Laguna College of Art and Design: Jennifer indicated that they are continuing to move collections, about 17,000 volumes in all.

CCPH: Chuck noted that the organization's annual conference would be held in Sonora, Jamestown, and Columbia this October and that a basic archives workshop would be presented at the Tuolumne County Public Library.

Other Business

Chuck noted that the NARA-Riverside facility is now open in Perris. Wendy indicated that the California Historical Society was still recovering from recent water damage sustained by its collections late last year. The board feels this event and the professional and effective way that CHS responded to the disaster needs fuller reporting and could be an item for the board's electronic newsletter.

Next Meeting

The next meeting of the board will be by teleconference on July 8, 2010 from 4:00-5:00. This meeting will focus on a review of NHPRC grant applications submitted for the June deadline. The October meeting of the board will be held in Sacramento at the Secretary of State's office on October 25, 2010. Members were asked to also keep open October 26th if a large number of NHPRC applications are received that would necessitate a two-day meeting.

Adjournment

Motion: A motion was made by Chuck and seconded by Gabriele to adjourn the meeting. The motion passed unanimously. Laren adjourned the meeting at 2:07 p.m.